



**DEPARTMENT OF THE ARMY  
342<sup>nd</sup> MILITARY POLICE BATTALION  
261 EAST 19<sup>TH</sup> STREET, BLDG. 1000  
FORT LEONARD WOOD, MISSOURI 65473-5600**

REPLY TO  
ATTENTION OF

JUL 19 2005

ATZT-DEL

MEMORANDUM FOR The 342<sup>nd</sup> Military Police Battalion

SUBJECT: 342<sup>nd</sup> Military Police Battalion Command Policy #17 (Operations Reports)

1. REFERENCES.

- a. TRADOC Regulation 1-8, TRADOC Operations Reporting, 13 November 2001.
- b. FLW Regulation 525-3, Command Reporting, 24 November 2003.

2. PURPOSE. To provide prescribe policy and procedures for preparing and submitting Operations Reports (OPREP).

3. SCOPE. Applies to all military personnel assigned to the 342<sup>nd</sup> Military Police Battalion. This policy does not eliminate the requirement for the submission of SIRs and CIRs by PM Operations.

4. GENERAL. The OPREP is used to report any significant incident involving Soldiers, family members, or DOD/DA civilians on a TRADOC installation and/or in its area of responsibility as outlined in AR 5-9 to HQ TRADOC. Specific incidents are listed in the references above.

5. POLICY.

- a. All leaders will familiarize themselves with the references above so that they can quickly identify the need for an OPREP if applicable.

- b. The format contained in Appendix B to FLW Regulation 525-3, will be used to prepare an OPREP.

- c. An initial draft of the OPREP will be forwarded via email to the 342<sup>nd</sup> MP Battalion XO for review and approval within 3 hours of discovery or notification. OPREPs must be submitted to the FLW EOC within 4 hours of discovery or notification.

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## 6. RESPONSIBILITIES.

a. Company Commanders are responsible for preparing OPREPs in the proper format for incidents that involve Soldiers (and family members) assigned to their units, ammunition/equipment for which they are accountable for, or which have an operational impact on the company/detachment. Refer to the references in paragraph 1 for a specific listing of incidents that require an OPREP.

b. 342<sup>nd</sup> MP Battalion S-3.

(1) Initiate OPREPs for incidents that involve DA/DOD civilians assigned to the 342<sup>nd</sup> MP Battalion, or which have an operational impact on the battalion as a whole.

(2) Forward all draft OPREPs to the Battalion XO for review, and forward approved OPREPs to the FLW EOC via email.

(3) Maintain a tracking log for all OPREPs originating from this command.

c. Battalion XO. Reviews OPREPs for sufficiency and proper format, and ensures that all other reporting requirements (SIR, CIR) are met.

d. I am the release authority for all OPREPs originating from this command.



MICHAEL D. BLACKWELL  
LTC, MP  
Commanding